

City Manager's

November 2007

Update

Report

CITY CLERK'S OFFICE:

Training - The City Clerk's Office spent a day training the City Clerk and Deputy City Clerk from Rome, NY on the Vital Records portion of their job. Most cities in the state have separate departments for City Clerk and for Registrar; however, Watertown is one of the few cities where the City Clerk's office performs the duties of both titles. As this is an entirely new concept for the City of Rome, the NYS Dept. of Health suggested that our Clerk's Office would be a good training site for Rome's staff to learn the proper procedures.

4 Rivers Historical Society - Mrs. Dutton presented a program at the 4 Rivers Historical Society's meeting on Sunday, October 14th outlining the support given during WWI by the local communities in Jefferson County. The society asked that she also write an article concerning this topic for one of their upcoming journals.

Marriage Licenses - The latest marriage update indicates that 400 ceremonies were performed by the Clerk's this office through the end of October. This figure is about 40 more than we did for the entire year of 2006. This office has issued 824 marriage licenses to date. This is a substantial increase over last year at the same time.

Dog License - The Clerk's Office is using the NYS Ag & Markets system for dog licenses where they are sent electronically to Albany when issued.

DOWNTOWN DEVELOPMENT:

J B Wise Parking Lot – Lu Engineers has begun the design phase of this project. Their cost estimates are higher than our existing funding. The City applied for additional funding from the 2007 EPF grant round.

Website Design – L & P Media's contract has been terminated, due to lack of work being completed. A new contract has been negotiated with another firm. The project is now scheduled to be completed in January/February 2008.

Wayfinding Signs – Infinite Media has completed design work on the signs based on the new Downtown Brand/Look. The RFP for sign construction and placement is also being completed as well. Some signs in the Public Square area may have to wait for construction to be finalized before they can be placed.

Mural Arts Program – Contractual issues prevented the selected artist from being able to complete the project this year. We continue to work on the contract and plan to schedule the artist for a spring 2008 project. An additional grant was applied for through the Tourism Cares program.

Bicentennial Park- Marble Street Park -Erosion Management Plan - RFP was completed and sent out for the design phase. Bids are due back on November 29, 2007.

ENGINEERING DEPARTMENT:

State Street Reconstruction Project - Street reconstruction work with paving to binder grade is completed from Eastern Blvd. to Public Square. The work remaining to be completed in the spring of 2008 is: some plantings and pavers, top course paving, final striping, and punch list items.

Streetscape/Public Square Reconstruction Project - Street reconstruction work is delayed until utility relocations can be completed by Verizon and National Grid. All the involved utility companies have signed utility agreements to facilitate the relocations. Relocation of the required systems is proceeding according to the dates listed in the agreements. Final clearance of the utilities is scheduled for April 2008. The contractor will undertake reconstruction work as areas become available, however, the bulk of the reconstruction work will take place after April 2008.

J.B. Wise Parking Lot Reconstruction - An RFP was sent to a consultant to develop a project proposal for design services. The consultant was selected using the LDSA short list for the City compiled from the NYSDOT Region 7 LDSA list. The Design Services Agreement was approved by the Council in June 2007, and design is underway.

Sidewalk Program - Work on the remaining 06-07 Special Assessment District was completed at the end of August, and work on the 07-08 district is underway. Inspections for the areas proposed to be included in the 08-09 Special Assessment District are being completed. The proposed district was presented to the Council for consideration in November 2007.

Drive Access (Anthony Street) From Public Square To J.B. Wise Parking Lot - The Engineering Department made a preliminary survey and completed initial design work on the proposed connector road from Public Square to the J.B. Wise parking lot. This work was coordinated with the Downtown Development Specialist and the Planning Department to include potential J.B. Wise Parking Lot improvements, Downtown Streetscape interface, and LWRP initiatives. We have received SHPO approval for the

Anthony St. curb work and are proceeding with the plan to have Villager perform the curb work within the current project limits. The design and construction of the remaining portion was incorporated as part of the scope of the J.B. Wise project.

N. Michigan Ave. - Project survey is complete. Design will be incorporated with the Bronson Street reconstruction project in 08-09.

Ten Eyck St. Ph-I & II - Detailed design is complete. A public information meeting was earlier in November with property owners in the project area. Utility companies have begun the process of relocating structures to facilitate the project. The programmed start is April 2008.

Washington Street Sidewalk - The design is 85% complete.

Algonquin Ave. Sewer Main - Survey and design work will begin when the corridor is cleared by DPW.

Washington Street Signal Light - The design is 75% complete. The easement for the pole bases is currently being drafted.

Greensview/Ives Sanitary Sewer - Updating plans and bid book for a bid in late winter. Preparing for a meeting with the property owners.

CSO Long Term Control Plan - The City held a meeting with the NYSDEC on May 18, 2006 to restart the CSO LTCP process. DEC approved the Characterization, Monitoring and Modeling plan in September 2006. Stearns & Wheler was selected as the consultant for the CSO computer modeling from submittals from the RFP. The Council approved the design services agreement at the Dec 18, 2006 meeting. The first progress meeting with the consultant was held in April 2007. Phase I training for the modeling software was completed on July 19th and 20th. Phase II training was conducted on Oct 11, 2007.

Iroquois/Cosgrove Sewer Upgrade - Passero Associates was selected as the consultant for the design by the Council in January 2007. Preliminary Plans were submitted on Feb. 21, 2007. The project was bid on May 23, 2007. Bat-Con, the contractor, was awarded the contract and given notice to proceed on June 20, 2007. Reconstruction work started in July 2007 and substantially completed in October 2007.

DEC Sewer Extension Requirements - 6 NYCRR Subpart 750-2 requires DEC approval of sewer extensions with flows greater than 2500 gal/day or more than one connected lateral. Part of this approval is assurance from the City that adequate sewer capacity exists in the system. Developments with assurance letters submitted to the DEC since March 2006 are: City Center Plaza, Towne Center, Pine Woods, Hampton Inn, Maple Park, Starwood, Leray Commons, Pleasant Acres, Columbia Development, Dorr Farm, Town of Leray DANC SD#1, Eagle Ridge, Summit Wood I & II, Watertown Apts., and Duffy Meadows. Developments with capacity under review are: Liberty,

Black River Development, Mall Expansion, Samaritan Medical Center, Morris-North Star Hatchery, and the Unaccompanied Officers Quarters on Fort Drum.

Sanitary Sewer Flow Management Program - The City has begun the process to control discharges to the Pollution Control Plant. The City has held discussions with DANC to develop allocations for Fort Drum, all DANC outside users, and the Route 3 Sewer Board. DANC will provide the required flow data that will be used to develop each allocation. DANC has also provided copies of their approval process and inspection procedures for approval by the City. The allocation and the documents will be referenced in the Sewage Treatment Agreement with DANC.

A similar process is also being developed with the remaining sewer districts to determine an allocation and to set up the approval process and inspection procedures. This will be referenced in the Sewer Agreement.

FIRE DEPARTMENT:

Fire Responses - The Department responded mutual aid to the Town of Watertown for a tractor-trailer rollover on **Route 12 South in Burrville**. The rescue crew utilized air bags, the jaws-of-life, pneumatic air tools and the recently purchased cordless saw to extricate the driver who was severely trapped in his overturned truck.

The Department responded mutual aid to **Colonial Manor Apartments, Route 3 in Black River** on the morning of September 22nd. Crews provided fire suppression assistance in confining a rapidly propagating fire to the unit of origin.

City fire fighters responded with the Jefferson **County Hazardous Materials Vehicle** to a serious motor vehicle on **Route 126 in Rutland**. Crews found an overturned pick-up truck with leaking liquid nitrogen and an ammonia leak from gallon bottles. Crews assisted members of the Jefferson County Hazardous Materials Response Team and then returned to the City.

On the evening of October 22, 2007, City fire crews responded with the **County's Hazardous Materials Vehicle** to a serious rollover accident on **County Route 180 in LaFargeville**. Crews arriving on scene found two passenger vehicles off the road and a 5,000 gallon milk tanker on its side, leaking diesel fuel and non-pasteurized milk. Crews assisted the Jefferson County Hazardous Materials Team deploy diking material and then returned to the City.

Training - Chief Gaumont attended the International Fire Chief's conference in Atlanta Georgia, where he made a fire fighter safety presentation.

City and Ft. Drum Fire Fighters participated in two joint swift-water rescue training classes held in the Black River on October 15th & 18th.

Fire Fighters have been attending a hazardous materials technician refresher training class provided by the NYS Office of Fire Prevention and Control.

Community Involvement - The Department held its second annual coloring contest for second grade students in support of National Fire Prevention Week. Award certificates and prizes were awarded at a ceremony at Fire Station #1 on Tuesday, October 23, 2007.

Other Activities - On September 4, 2007, the City of Watertown presented Fire Fighter/EMT Jason Ormsby the Fire Department's Life Saving Medal for his actions in rescuing two women from drowning in Lake Ontario near Rainbow Shores on August 13, 2007. If not for quick action of FF Ormsby, it is likely both women would have perished.

Department personnel traveled to Colorado Springs Colorado to accompany Ms. Jill Nolan and McKenzie Nolan, widow and daughter of late Fire Captain William C. Nolan at the IAFF Fallen Fire Fighter Memorial. At this solemn event, Captain Nolan's name was inscribed on the IAFF Fallen Fire Fighter Memorial dedicated to professional fire fighters who die in the line-of-duty or from duty related injury. Captain Nolan is the first City of Watertown Fire Fighter so honored.

FLOWER MEMORIAL LIBRARY:

Historic Restoration Project - Work on this project, which includes restoration of the interior of the dome, stained glass work, historic decorative painting, restoration of art work, marble cleaning, and woodwork refinishing in the original portion of the Library building is very near completion. Preservation technicians continue to work in the smaller rooms on the second floor off the mezzanine and other parts of the library.

The stained glass contractor installed the skylights in the mezzanine and the five transoms over the doors on the first floor, when the book sale completed. The marble floors and stairs are being cleaned and the wood floors are being refinished.

INFORMATION TECHNOLOGY:

GIS – Mr. Michael Hoyt joined the City's staff on October 17th as the new GIS Technician, bringing the GIS staffing level up to two. Technician Matt Owen attended ArcGIS server training prior to implementing GIS services with that technology. GIS staff began moving GIS based assets into the Cartegraph asset management system. The

City Engineering staff received additional training in the use of the RTK high precision GPS equipment.

Fiber Project – The Fiber installed between the Massey Street Fire station and the Newell Street DPW complex has been interconnected. Sixty fusion splices were installed providing 6 pairs of fiber between City Hall and Massey Street and 12 pairs of fiber between Massey and Newell Street. Interconnection of the system with City Hall is completed. Availability of the fiber at Newell Street will allow the future connection to the PSB to proceed in spring '08. Conduit for fiber on Union Street linking to the State Street portion of the project was also completed. This link will be interconnected in spring '08 to City Hall providing the connection to Fire Station 2 and the Huntington Street Water Plant facility. A copper based data circuit is being moved from Newell Street to the Huntington Street Water Plant. It is replacing an unreliable DSL line to improve the data connection to the Water plant until the fiber to the facility is available.

Watertown / Jefferson County Computer Aided Dispatch Project - Successfully tested dispatch function from County Dispatch center to Watertown Police mobile computers and City Fire Department mobile computers. Protocol for dispatch procedures using this system and integration of the City Firehouse database system with the County Firehouse database system are the next step prior to go-live. Staff from the City's Fire and Police Departments and County Dispatch staff will work to establish these protocols. Staff from City IT, the County and the system vendor will complete the database integration.

Office 2007 Training - Three classes (10/10, 10/26, 10/30) have been conducted in the Flower Memorial Library Attain Lab for staff from a variety of City offices. The training covers the new version of Office Word and Excel. Six remaining classes (11/6, 11/16, 11/30, 11/20, 11/27, one TDB) are scheduled. Installation of the new software is scheduled by IT staff as the classes complete.

Computer Hardware/Software – Servers and software for the City's Web site project, the SDG real property application, the thin client project and the Exchange 2007 e-mail upgrade have been ordered. Replacement computers for the City Fire Department have been ordered. Incoming units are being configured and delivered by IT Staff. Firehouse Version 7 is being installed on a test basis for department review prior to being rolled out into production. Version 7 is the most current version and the version that County Dispatch will be trained on.

Web Site - Additional PDF fillable forms for employees were added to the City website including a WebQA manual and credit card usage report form. This page contains a large selection of forms from payroll-based forms to insurance claim forms for use by City Staff.

PLANNING DEPARTMENT:

Sewall's Island ERP Grant – NYS DEC approved Lu Engineers work plan for investigation of environmental contaminants for the greater Sewall's Island area. Work should start in November.

Street Tree Program – The summer tree watering and maintenance program concluded in late August. The program was staffed by one college student hired by the City and one employee hired through Jefferson County's Summer Youth Employment Program. Between May and August, 136 trees planted last spring were watered weekly while other recently planted trees were watered on a rotating basis. In addition, the crew re-mulched over 1,000 street trees, beautifying neighborhoods and protecting trees. Staff from Thompson Park and the Fairgrounds also re-mulched trees at their respective facilities bringing the total number of trees re-mulched City wide to over 1,500.

Staff has been assisting with the site inspection for the tree planting portion of the State Street Reconstruction Project. A total of 181 trees will be planted this fall along the street. Over the last four months, Staff also conducted hazard tree evaluations on over 35 trees located throughout the City.

Black River Parks Project (BRPP) – The City's design firm for this project, Environmental Design and Research, P.C. (EDR), completed the design for riverfront improvements planned for the Abe Cooper site, the Veterans Memorial Riverwalk, Hole Brothers Park on Newell Street and at the Fairgrounds. This project has been bid twice with the second bid opening on September 6, 2007 resulting in only one bid being submitted. The bid price exceeded our construction budget so the bid was rejected. A meeting is now planned between the City and EDR to determine ways to trim costs and develop a plan for rebidding the project. The project will be rebid this winter for an early spring construction.

Waterworks Park Trail Extension Project - The Department of Public Works completed the construction of the 1100' paved extension of the trail in Waterworks Park this summer. The construction involved the excavation of existing soil, installation of a gravel base and paving. DPW also top soiled an area around the new overlook. Additional topsoil was placed during the last week in October and a total of 17 trees were planted along the trail. Installation of site amenities such as benches, trash cans, picnic tables and landscaping will be added during the beginning of November.



POLICE DEPARTMENT:

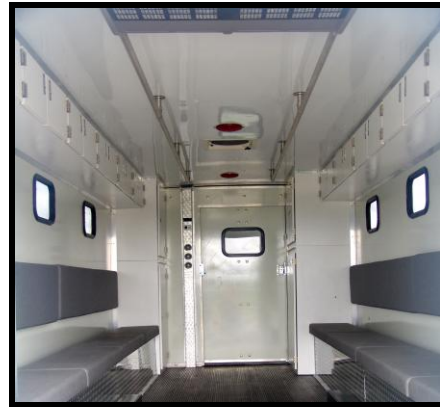
New Police Officers – On October 1st, 2007, we hired nine new Watertown Police Officers. The officers are joined in the police academy by four deputies from the Jefferson County Sheriff's office and two deputies from the Lewis County Sheriff's Office. The Academy is being held in the State Office Building and will be 23 weeks in duration.

Missing Persons Case – In May of 1996, then 30 year-old **Alicia C. Wasilewski** was reported missing to the Watertown Police Department. At that time detectives believed she was a victim of foul play. Detectives gathered information and conducted many searches over the years trying to locate Alicia. On Saturday, September 15th, the Jefferson County Sheriff's office received a call reporting the discovery of human remains on outer Ives Street in the Town of Watertown. The Police Dept., working with the District Attorney, Medical Examiner, Sheriff's Dept., and State Police ID members were able to determine the remains were in fact Alicia's. Because of the exhaustive investigation that had been conducted, detectives were finally able to charge a 51 year-old former boyfriend of the victim with murder 2nd degree. The 11 year-old missing person's case is now closed and the case is being prepared for the Jefferson County Grand Jury.

Tracs Grant Award– The Watertown Police Department applied to the New York State Police for a Tracs Grant last spring. We have been awarded a grant worth approximately \$100,000 dollars. The department will be receiving 15 Panasonic "Toughbooks" and all hard and soft ware (laptops w/printers) for patrol cars. These will replace the computers that were placed into service in May 2004. This upgrade will allow us to work towards our goal of keeping up with the latest technology in policing to help us be as efficient as possible.

School Resource Officer - The School Resource Officer started at Watertown High School at the beginning of the School year in September. Detective John Montrois, a 19 year veteran, was selected for this position. He brings with him to this job a vast amount of knowledge having been the department's Juvenile Aid Officer for the last 14 years. The transition into the school is reportedly going very well. Detective Montrois has been well received by students, staff and administration. Detective Montrois has been very busy instructing students in health classes on the harms of "binge drinking". In relation to history classes, he has lectured on how the constitution of the United States plays a role in the way police officers conduct investigations and interview persons of interest. Finally he has lectured twelve classes at Case Junior on the affects of "bullying" which is an issue across the county.

Rapid Deployment Vehicle - The City's new Rapid Deployment Vehicle has arrived at the Public Safety Building. This vehicle will provide our Police Department with a vehicle that will exceed their requirements for years to come.



PUBLIC WORKS DEPARTMENT:

Sterling Street Reconstruction - Reconstruction work on the 300 block of Sterling Street is near completion. The project included the reconstruction of approximately four hundred (400) linear feet of street, sidewalks, concrete curbing, stamped concrete margins, street lighting, storm drainage, and sanitary sewer system upgrade.

Street Paving Program- This construction season the road maintenance crew completed projects on Bishop Street, Goodale Street, Nellis Street, New York Avenue, Pearl Street, Snell Street, Sterling Street and Washington Street. Crews also began a reconstruction project on 400 block of Pawling Street.



Pawling Street was identified in the 2007-08 Capital Budget's Street Paving Program. The 400 block was completely boxed out, stone graded and a binder course was placed. The top course will be placed in the spring of 2008.

Crews are currently patching and repairing distressed pavement areas within the City and will implement a crack-sealing schedule. Year-to-date crews have placed a total of eleven thousand two hundred (11,200) tons of asphalt and poured three hundred seventy (370) cubic yards of concrete.



Storm Sewer Infrastructure- Storm Sewer crews, with assistance from Buildings & Grounds, constructed an access road off of Haney Street to the stormwater structure known as the “**rock hole**” in order to improve access to the structure for maintenance operations. Crews also cleared sediment from in front of the structure and along the ditch line leading to the rock hole.



Sanitary Sewer Infrastructure- Sanitary Sewer crews inspected and repaired the sanitary sewer system located on Pawling Street. Crews replaced four hundred and fifty (450) feet of sanitary sewer and installed three (3) manholes.

Jefferson County Building Sidewalk Replacement- The concrete crew excavated and replaced approximately three thousand (3,000) square feet of sidewalk located between the North Country Children’s Clinic and the Jefferson County Social Services Building. The work also included the installation of two (2) new storm drainage structures.



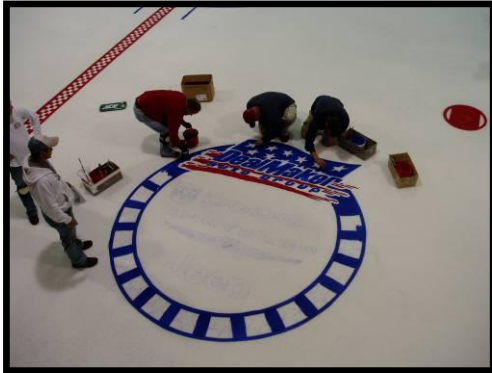
Thompson Park Zoo Electrical Upgrade - The Electric Department upgraded the electrical system and load distribution at the Zoo’s Little Trees/Discovery Building by replacing a one-hundred (100) amp single-phase panel with a new one-hundred (100) amp single-phase panel and installing a new one-hundred (100) amp three-phase panel. The load was then distributed from the single-phase panel to the three-phase panel.

Union Street Fiber Conduit- The Electric Department installed two parallel 2” conduits for future fiber optic lines along the five hundred and twenty-five (525) feet of Union Street. This work was completed as part of the reconstruction work contractors were performing on Union Street.

Marble Street Baseball Park - The design of the Marble Street Baseball Park is complete. Design includes two (2) youth baseball fields that will support two youth games at one time or one adult softball game. Once layout was complete, Buildings & Grounds crews cut out the bases, pitchers mounds, and



home plate areas for sport clay placement. Crews also filled in low spots with topsoil. Grass seed was then placed and the backstops were installed. These fields will be ready for play by early spring 2008.



Ice Season at the Arena - Recreation crews completed the 5-day process of installing a safe, quality sheet of ice at the Arena. This year the energy saving reverse osmosis system was installed producing an even superior sheet. Ice was ready for use by public and private programs on September 29, 2007.

Fall Bulk Drop-off - This bi-annual event provided city residents with the opportunity to dispose of their bulk items. The event took place at the Fairgrounds Arena Parking Lot on Saturday, October 27th. A total of 141 customers attended the event disposing of 32.57 tons of residential waste and 6.60 tons of scrap metal.



Watertown CitiBus - In September, Watertown CitiBus received a \$10,000 dollar grant for a senior program with Jefferson County to provide transportation for the Jefferson County Office for the Aging. Citibus also had an information booth and provided bus demonstrations and rides at the 5th Annual Senior Fair hosted by Senator Wright and the Office for the Aging.

On September 13th, the NYSDOT Commissioner Astrid Glynn toured the Transit Facility and the joint DPW/Transit Maintenance Facility.

WATER DEPARTMENT:

Administration - The **biannual shut-off of delinquent water and sewer** accounts has been underway during the month of October. Notices were sent to the property owners of 911 delinquent accounts on September 21st with outstanding balances totaling \$178,425.38. There were 142 accounts remaining on the list on Friday, October 19th with outstanding balances reduced to a total of \$28,729.33. 110 accounts were physically shut-off from October 22nd through the 24th, and approximately half of them had paid the outstanding balance and were turned back on by close of business on the 24th. As of this date, 40 accounts remain shut. At least 20 of those are not currently occupied. Codes has been notified of all properties where services remain shut off.

Water Plant - Compliance Requirements- The Chief Operator continues working on compliance requirements for various regulatory issues. Stearns and Wheler engineers have presented preliminary data for our review and are now working on the final design and preparation of the contract documents for replacement of the variable frequency drives for the pumps in the main pump station.

Additional Water Usage - The water plant has been producing and delivering more water to the DANC water line as a result of the environmental cleanup being performed at Ft. Drum and the increased demand over the summer months. Consumption on this line averaged 0.48 million gallons per day (MGD) in October of 2006 and is currently averaging between 1.5 and 2.0 MGD.

Water Plant Maintenance - Staff has completed pointing of the stone work on the main pump station on Huntington Street and has also completed a major amount of clearing and mowing of areas around the sludge freeze-dry beds and the banks of the settling basin on Huntington Island.

Distribution - Personnel from this group have completed the installation of a new water main in the 300 block of Sterling Street and de-commissioned the old pump station at Thompson Park.

Distribution personnel have been busy performing routine seasonal maintenance, installing water services, and shutting down seasonal water lines on City owned properties. Departmental personnel continue to perform on-site inspection and oversight of construction work involving water main replacement by private contractors and developers on Spring Avenue and the Summit Woods project.